

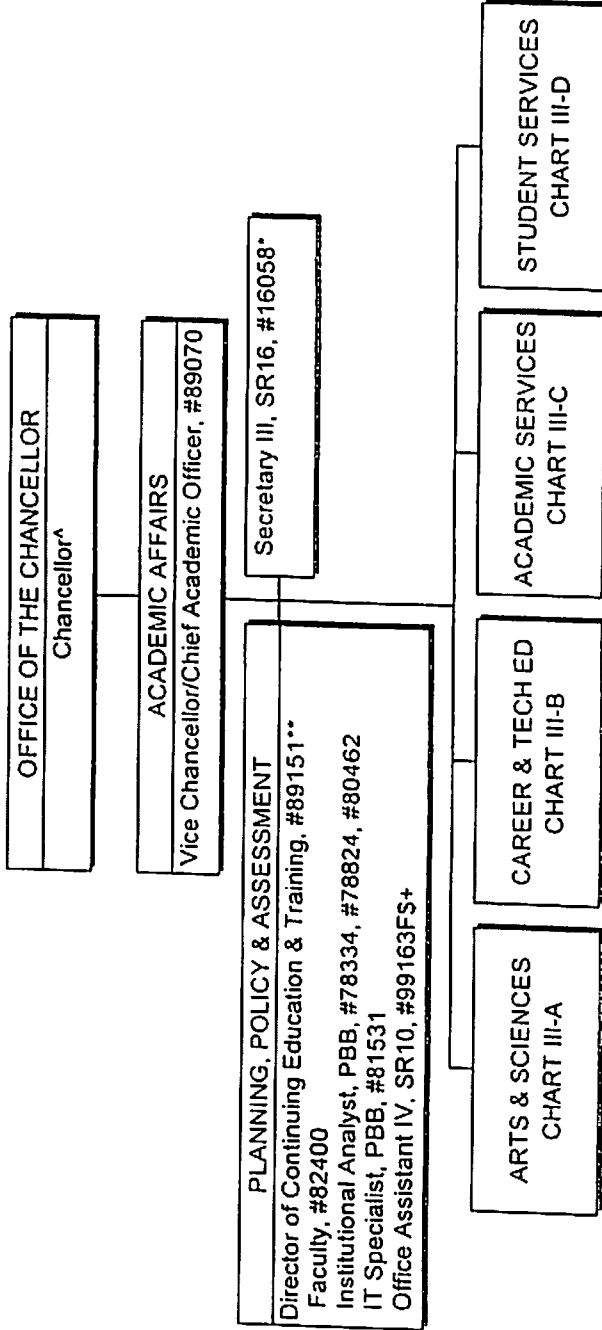
APPROVED

**ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

STATE OF HAWAII
 UNIVERSITY OF HAWAII
 COMMUNITY COLLEGES
 LEEWARD COMMUNITY COLLEGE
 ACADEMIC AFFAIRS

POSITION ORGANIZATION CHART
 CHART III

PROPOSED ORGANIZATION CHART



^Excluded from position count this chart

*Position to be redescribed

**To be redescribed and submitted for reclassification

SPosition to be established

+Retitling of class

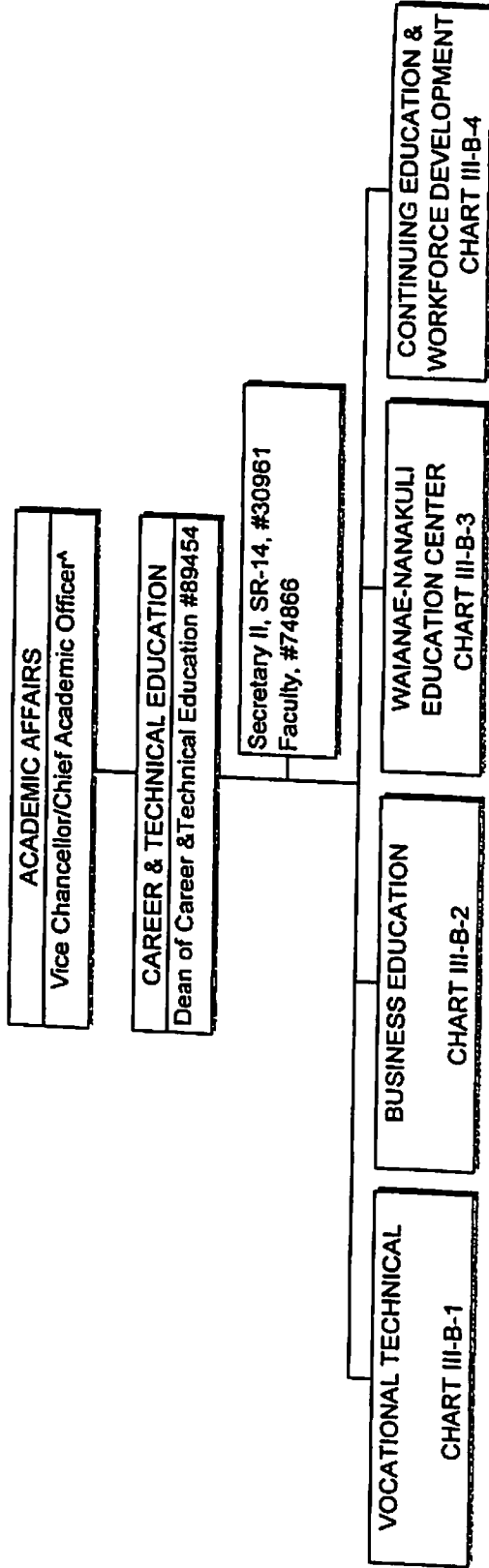
GENERAL FUND PERM 9.00

APPROVED: *Manuel J. Cabral* 12/13/08
 Manuel J. Cabral Date
 Chancellor

STATE OF HAWAII
 UNIVERSITY OF HAWAII
 COMMUNITY COLLEGE
 LEEWARD COMMUNITY COLLEGE
 ACADEMIC AFFAIRS
 CAREER & TECHNICAL EDUCATION

ORGANIZATION CHART
 CHART III-B

PROPOSED ORGANIZATION CHART



*Excluded from position count this chart

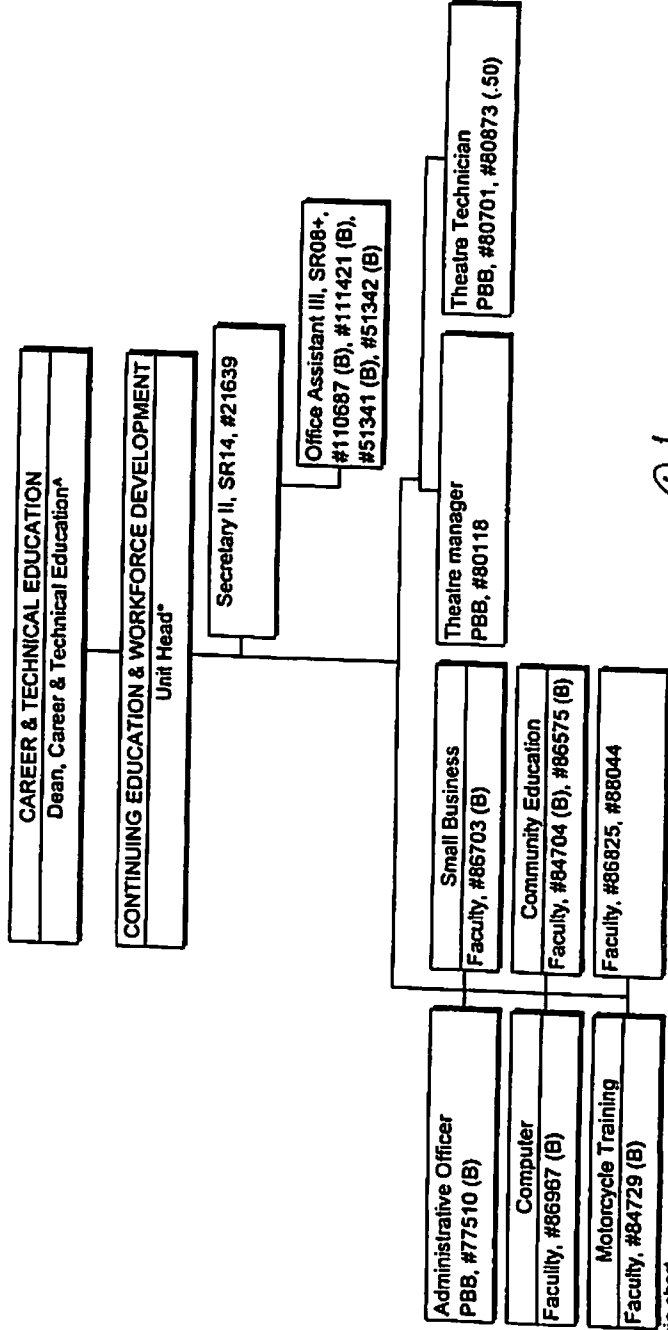
APPROVED: *Manuel J. Fabra* 10/12/08 Date
 Manuel J. Fabra
 Chancellor

PERM
 GENERAL FUND 3.00

STATE OF HAWAII
 UNIVERSITY OF HAWAII
 COMMUNITY COLLEGES
 LEEWARD COMMUNITY COLLEGE
 ACADEMIC AFFAIRS
 CONTINUING EDUCATION & WORKFORCE DEVELOPMENT
 POSITION ORGANIZATION CHART

CHART II-B-4

PROPOSED ORGANIZATION CHART



APPROVED: Manuel J. Central Date 12/13/08
 Manuel J. Central
 Chancellor

PERM 5.50
 GENERAL FUND 5.50
 (B) SPECIAL FUND 10.00

*Excluded from position count this chart
 +Retiring of class
 *Appointed from faculty of unit

Office of Continuing Education and Workforce Development

The Office performs all educational activities and special programs that are not part of the regular instructional credit program of the college, and which contribute to and meet workforce needs, current and projected, and to promote economic development within its area of responsibility. The Office of Continuing Education and Workforce Development reports directly to the Office of the Career and Technical Education.

Specific functions assigned include the following:

- Manages and coordinates educational and related programs not part of the regular credit instructional program of the College but which support the State's workforce, promote the entrepreneurial enterprises, work with industry, unions, and professional associations in the development of the State's workforce initiatives through entry-level training programs, career change initiatives, and, career enhancement.
- Takes maximum advantage of available revenues ranging from State general funds to tuition and fees to grants (Federal, State, private), to contractual arrangements with private and public sector organizations in the development and coordination of non-credit courses and programs, continuing education workforce development and extension services.
- Oversees the operations of the college theatre. Works closely with theater staff and community users in implementing and administering theater events and programs.
- Serve as a research and development arm of the College through which to test and evaluate instructional projects (credit, non-credit, or a blending) that address future needs and which may become a permanent part of the College's instructional offerings, that promote community economic initiatives and entrepreneurial enterprises, and support community development services.
- Works in close partnership with credit instructional departments in the co-sponsorship of non-credit programs including program and budget administration, marketing and related activities.

Office of Career and Technical Education

The Office of Career and Technical Education (OCTE) is charged with the responsibility of overseeing the career and technical education degree and certificate programs. The Office provides executive leadership in planning and setting priorities for the credit instructional divisions of Business Education and of Vocational-Technical Education; administrative guidance and support in the operation of all CTE instructional activities offered at the College; secures and manages program resources; and ensures implementation and compliance with applicable statutes, regulations and policies.

The OCTE is also responsible for executive leadership in ensuring that the College continues to meet the current and projected workforce needs of the State and to promote economic development within its area of responsibility. The Office provides administrative oversight of programs with those non-credit course offerings that work with government, industry, unions, and professional associations on workforce initiatives such as entry-level training programs and career change initiatives, that promote the entrepreneurial enterprises, and which enhance career development and community enrichment.

Through operational guidance and resource management, the OCTE is structured to take maximum advantage of available revenues for the College. These fund sources include, but are not limited to, State general funds, tuition and fees, grants (Federal, State, private), and contractual arrangements with private and public sector organizations. The Office is also structured through its non-credit unit to serve as a research and development arm of the College through which to test and evaluate instructional projects (credit, non-credit, or a blending) that address future needs and which may become a permanent part of the College's instructional offerings and community service.

In addition, this Office is also charged with the responsibility of providing administrative support for the Waianae-Nanakuli Education Center, a satellite campus of the College. The College's commitment to Native Hawaiian/Part-Hawaiian residents of the area of responsibility will be evident through expanded community-based academic offerings on the Waianae Coast, promotion of economic and workforce development initiatives, and serving as a primary venue in the support of programs and services that promote the access of Native Hawaiians to higher education opportunity and career exploration.

The Office reports to the Office of the VCAA/CAO and is assigned a staff of Division Chairs and Unit Head appointed by the Chancellor's Office to assist in carrying out assigned functions.

Specific functions assigned include the following:

For all programs and activities:

- Oversees the recruitment, hiring and evaluation of faculty and staff.
- Develops a budget and expenditure plan for all approved activities (including staffing plans, equipment acquisition plans, etc.) and oversees the expenditure of funds allocated to operating divisions/units.
- Assesses and reviews current programs and services, budget, new programs and outreach.
- Makes recommendations to the VCAA/CAO regarding faculty evaluation and the selection of new personnel.

- Responds to requests for information, problems, adjudicating disputes and grievances, within established guidelines.
- Actively seeks available and alternate revenue sources for the College which may be used to support current instructional programs, to research and develop instructional projects (credit, non-credit, or a blending), promote workforce development initiatives, and enhance community enrichment.

For credit degree programs and divisions:

- Responsible for the administration, supervision, assessment, development and improvement of the faculty, curriculum, and degree/certificate programs.
- Coordinates teaching assignments, workload, and the scheduling of courses.
- Provides for the scheduled evaluation of all activities in these program divisions.
- Plans and implements a program of staff development for faculty and staff assigned to the unit.
- Assists in the development of new courses and programs and facilitates in-service training as necessary.

For noncredit programs and workforce development Initiatives:

- Coordinates educational and related programs not part of the regular credit instructional program of the College.
- Develops, coordinates, and solicits external sources of funding for non-credit courses and programs.
- Oversees the college's public service mission in continuing education workforce development and extension service.
- Works in close partnership with credit instructional departments in the co-sponsorship of non-credit programs including program and budget administration, marketing and related activities.

For Waianae-Nanakuli Education Center and Native Hawaiian Initiatives

- Responsible for the administration, supervision, assessment, development and improvement of the faculty, curriculum, and relationship with the Pearl City campus and other offices/campuses of the University of Hawaii System.
- Through credit course offering, non-credit workforce development activities, and expanded student support services, promote the access of Native Hawaiians to higher education opportunity and career exploration.